

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### ASSISTANT WASTEWATER TREATMENT PLANT OPERATOR

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Assistant Wastewater Treatment Plant Operator is the second and entry level in a five level Utilities Wastewater Treatment series. Incumbents are responsible for the operation of a modern Class V secondary wastewater treatment plant that includes an on-site electrical power generation facility.

The Assistant Wastewater Treatment Plant Operator is distinguished from the Wastewater Treatment Plant Operator-in-Training by its responsibility for performing entry level operations within a modern wastewater treatment plant. The Assistant Wastewater Treatment Plant Operator is distinguished from the Wastewater Treatment Plant Operator, which is responsible for performing journey level wastewater treatment plant operations.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Controls the treatment of wastewater and sludges through the operation of pumps, motors, and valves utilizing manual, automatic, and programmable systems.	Daily 30%
2.	Monitors and controls the performance of wastewater unit processes in order to achieve discharge compliance by a variety of methods, including visual observation, physical measurement, sampling, testing, data collection/analysis, and mathematical calculations.	Daily 15%
3.	Utilizes a local area computer network and distributed control system in the routine operating and monitoring of the treatment facility and the collection and maintenance of plant operational data.	Daily 15%
4.	Collects representative samples from various plant flows and unit processes for laboratory analysis.	Daily 10%
5.	Monitors and controls plant operations using related instrumentation and equipment.	Daily 10%
6.	Performs minor routine preventative maintenance, to maintain operating efficiency and reliability.	Daily 10%
7.	Maintains proper appearance and cleanliness of equipment and facilities.	Daily 15%
8.	Monitors and operates high pressure hydraulic, pneumatic, and power boiler systems.	Daily 5%

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
9.	Operates other related systems such as secondary effluent disposal, and a water reclamation system.	Daily 5%
10.	Participates in/on a variety of meetings in order to receive and/or convey information.	Daily 10%
11.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):  
Possession of a Wastewater Treatment Plant Operator Grade I Certificate issued by the State Water Resources Control Board is required.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License

**Knowledge** (position requirements at entry):

Knowledge of:

- Operation and maintenance of mechanical/electrical equipment related to wastewater treatment
- Mathematical concepts
- Confined space entry techniques, hazards, procedures and safety requirements
- Characteristics and safety requirements of the use of various chemicals
- Methods, materials, tools and equipment used in the operation, maintenance, repair and installation of wastewater collection and treatment systems and facilities
- Safe work practices and procedures

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#### **Skills** (position requirements at entry):

Skill in:

- Preparing and performing mathematical calculations
- Accurately reading gauges and meters
- Using computers and applicable software applications
- Utilizing local area computer network and distributed control system in the routine operation and monitoring of the treatment facility and the collection and maintenance of plant operational data
- Utilizing self-contained breathing apparatus or other respiratory protective equipment
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Preparing, analyzing, and maintaining operational records
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Ability to wear and use respiratory protective equipment.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008